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# **Property Control Procedure Manual**

## **Department of Natural Resources**

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Prepared by

Office of Management and Finance  
Property Control and Purchasing Division

Revised February 2001

February 1, 2000

To: Department Secretary, Deputy Secretary, Undersecretary, Assistant Secretaries, Division Directors and Property Control Liaisons

From: Judy A. LeBourgeois, CPPB & Sharon Ferguson

The Department of Natural Resources Property Control Manual has been revised in accordance with R.S. 43. This manual has been prepared to provide an understanding of the provisions of the law in an abbreviated fashion in layman's terms.

The Property Control Office is available to assist you. Please do not hesitate to call should you have any questions.

## **TABLE OF CONTENTS**

| PROPERTY CONTROL REGULATIONS             | PAGE |
|--|------|
| A. GENERAL                               | 1    |
| B. PROPERTY LOCATION                     | 1    |
| C. PROPERTY TO BE TAGGED AND INVENTORIED | 1    |
| D. INSTRUCTIONS FOR TAGGING              | 2    |
| E. PROPERTY TRANSACTION GUIDELINES       | 3    |
| F. FORMS AND INSTRUCTIONS                | 3    |
| G. ANNUAL INVENTORY                      | 5    |
| H. PROPERTY ISSUANCE POLICY              | 6    |

#### EXHIBIT OF FORMS

|   |     |
|---|-----|
| A. EQUIPMENT OF LOAN      PC-I                        | 10  |
| B. HOME STORAGE                                       | 11  |
| C. TRANSFER FORM (another Section) PC-II:             | 12  |
| TRANSFER FORM (Upon Termination)                      | 12A |
| D. SURPLUS FORM              PC-III                   | 13  |
| E. PHYSICAL INVENTORY REPORT FORM      PC-VI          | 14  |
| F. FEDERAL GRANT PERMISSION TO SURPLUS FORM      PC-V | 15  |
| G. LOSS OF STATE PROPERTY MEMO      PC-VI             | 16  |
| H. ACT OF DONATION FORM      PC-VII                   | 17  |
| I. CONDITION REPORT FOR MOTOR EQUIPMENT               | 18  |
| J. NON-FORCED ENTRY THEFT REPORT                      | 19  |

#### PROPERTY CONTROL LOCATION INDEX CODES AND PROPERTY LIAISONS

|   |    |
|---|----|
| A. OFFICE OF THE SECRETARY                    | 20 |
| B. OFFICE OF MANAGEMENT AND FINANCE           | 20 |
| C. OFFICE OF MINERAL RESOURCES                | 20 |
| D. OFFICE OF COASTAL RESTORATION & MANAGEMENT | 20 |
| E. OFFICE OF CONSERVATION                     | 21 |

# **SECTION I**

## **PROPERTY CONTROL REGULATIONS**

### **A. GENERAL**

In accordance with Title 34 of the Louisiana Revised Statutes, each agency is the custodian of and shall be responsible for all moveable property within said agency. The term “moveable” distinguishes this type of equipment from that which is attached as a permanent part of the building or structure.

1. Each employee of the DNR is responsible for
  - (1) maintaining a current inventory of moveable property in his/her office
  - (2) safeguarding said property, and
  - (3) responsible for notifying the division director and property liaison when property belonging to the Department is relocated, lost, stolen, or damaged.
2. Each Division Director is accountable for inventory, as defined in this manual, within his/her organizational unit and must notify the Property Manager of any activity that affects state moveable property. Forms and instructions are included in this manual.
3. The Division Director may designate an individual or individuals (Property Control Liaison(s) ) to handle the administrative paperwork to insure compliance; however, the accountability for compliance rests with the Division Director.
4. The Property Manager appointed by the agency head is responsible for planning, managing, and monitoring the compliance activities of the department to insure accountability for inventoried moveable property in DNR.

## **B. PROPERTY LOCATION**

Section III of this manual contains a Property Location Index. This four-digit code identifies a division and/or section within the Department of Natural Resources.

## **C. PROPERTY TO BE TAGGED AND INVENTORIED**

1. All items of moveable property having an acquisition cost of one thousand (\$1000) dollars or more and all gifts having an appraised value of one thousand (\$1000) dollars or more must be tagged and recorded in the Division of Administration AM18 System.

Tagging is to occur within ten (10) days of receipt and is handled by the Property Control Office for the DNR Building. District offices must each have a designated individual responsible for tagging property and providing headquarters with appropriate information for the AM18system. Tags and instructions are provided by the Property Manager.

The Property Manager must be notified of any equipment not bearing authorized tags.

Software is exempt from this requirement regardless of cost.

2. If a tag cannot logistically be placed for any reason, a ghost tag number should be assigned and inventoried and the identification number inscribed or written on the item with indelible ink of possible (in case of items of clothe, vinyl, or leather, or submersible items.)
3. Administrators may request that such items as calculators, chairs, cameras and other property having an acquisition cost of less than one thousand (\$1000) dollars be tagged and inventoried.

#### **D. INSTRUCTIONS FOR TAGGING - GENERAL**

1. Tag placement of general office equipment should be indicated as shown below. Any item tagged prior to the distribution of this manual will be exempt.

|                 |                |
|-----------------|----------------|
| 0 - Under Cover | 5 - Right Side |
| 1 - Top         | 6 - Door Post  |
| 2 - Bottom      | 7 - Door Panel |
| 3 - Back        | 8 - Leg        |
| 4 - Left Side   | 9 - Front      |
2. Selecting the best location for tagging each item is an important part of the job. Field personnel should place the tag in a position that is easy to see but not of an unattractive nature. Do not "hide the tag"; for example, do not place the tag:
  - a. on the bottom of a typewriter, desk, etc.
  - b. on the top of any tall item, such as panels, file cabinets, so that the tag can only be seen by using a ladder.
  - c. on the back of items which are arranged against the wall, such as bookcases, file cabinets, etc.
3. Please be sure that items are not tagged on a disposable part. Tags cannot be re-used.
4. If a tag should fall off, please contact the Property Manager as soon as possible. A replacement tag will be placed on the item.
5. Tags will be provided to district offices by the Property Control Office.

#### **E. PROPERTY TRANSACTION GUIDELINES**

1. Property Control Liaisons should update their list of tagged property on a continuous basis.
2. When it is determined that any item(s), regardless of acquisition cost, is to be removed from a section, the appropriate form must be completed. Equipment surplus, loan and transfer forms must be kept together for each certification year. This will help considerably during annual inventory.

3. Any property damaged, lost, or stolen must be reported to the Property Control Manager. Only property with acquisition cost exceeding \$250 which has been stolen will require a police report. This report, along with other pertinent information (description of item, tag number, etc.) Is to be sent to the Property Manager. The Property Control Office will prepare the necessary correspondence to the Department Secretary and simultaneously notify the DNR Risk Management Coordinator. If the Office of Risk management reimburses DNR for loss, property can be removed from inventory. (See PC-VI Form)
4. When any property (computer equipment, etc.) Is to be exchanged by the factory/vendor, the Property Liaison shall bring the equipment to the Property Manager to handle the exchange to ensure that all property and purchasing guidelines are fulfilled.

## **F. FORMS AND INSTRUCTIONS - Regardless of acquisition cost**

1. **LOAN FORM** (Home Storage) – Whenever property is loaned to an employee to take home, or to another agency, for a (section) temporarily, the Property Control Liaison Person receiving the property. (Form PC-1)

The sending/loaning section's Property Control Liaison is responsible for preparing the form listing the item(s), current property tag and serial number(s), and physical location of the equipment.

If the equipment is to leave the agency or DNR Building, the approval of the Division Director is required.

After appropriate signatures are obtained, the form is submitted to the Property Control Manager for review and recording purposes.

The loaning office must maintain an accurate accounting of the equipment and must ensure its physical location for each annual certification of property report.

When the property is returned, the bottom portion of the Loan Form is completed by the Property Liaison and a copy forwarded to the Property Control Manager.

2. **TRANSFER FORM** – To transfer property from one section/location code to another, use a Property Transfer form, PC-II. Or **TRANSFER FORM** (UPON Termination of employment back to Property Liaison.
3. When any property, i.e. computer equipment, is exchanged, the Property Liaison shall bring the equipment to the Property Control Manager to handle the exchange

to ensure that all property and purchasing requirements are fulfilled.

4. **SURPLUS FORM** – Property which is surplus to the needs of the Department, obsolete, or inoperative, or is to be dismantled and used for parts must be identified on the Property Control Surplus Form, PC-III.
  - a. No property can be surplused or dismantled without first obtaining approval from the Property Control Office. This is a requirement of the law.
  - b. The Surplus Form is to be sent to the Property Manager for processing and arrangements will be made for removal, dismantling, or scrapping.
  - c. If federal funds were used and the acquisition cost was \$1,000 or more, the Property Manager will require notification as to any federal approvals required/obtained and reimbursement requested. Form PC-V.
  - d. The Property Control Office determines the date of surplussing depending on quantity accumulated.
  - e. If a vehicle is to be surplused, a Condition of Motor Equipment form must be completed and submitted with surplus form to the Property Control Office. (Form 121) This form is to accompany the requisition for a new vehicle.
  - f. If property is **lost or stolen**, the Liaison must file a Theft Report, Loss of State Property Memo, call police to obtain police report, surplus form, and turn all in to the Property Control Office.
5. **ACT OF DONATION FORM** – To be used for gifts.

## G. ANNUAL INVENTORY

1. Annually, at a time determined by the Departmental Property Manager, there will be a physical inventory of all agency moveable property. Every item as defined in R.S. 43 must be accounted for or an explanation given by copy of a Property Loan, Transfer, or surplus form, or a written explanation as to its location.

Note: It is strongly recommended that all documentation of various transactions (forms, etc.) Be kept together for each certification year.

4

2. Each section will receive (or can be copied from manual), from the Property Manager, Form PC-IV and instructions for verifying inventory.
  1. Extra copies of the forms may be duplicated. Computer printouts are acceptable if all required information and the certification statement and signatures are included.



2. For the Property Location Index, refer to Section III.
3. After inventory is completed, a list of items “not located” will be sent to the Division Directors for explanation and follow-up. If records are kept current, most of the discrepancies can be traced and explained.

#### **H. PROPERTY ISSUANCE POLICY**

**CONTINUED NEXT PAGE OR**

**SEE ADMINISTRATIVE POLICY #5 ON THE WEB**

**address:**

**[http://www/intranet/Policies\\_&\\_Procedures/PolicyPropertyAssignment.pdf](http://www/intranet/Policies_&_Procedures/PolicyPropertyAssignment.pdf)**

**SECTION II**  
**EXHIBIT OF FORMS**

# DEPARTMENT OF NATURAL RESOURCES

## EQUIPMENT ON LOAN

APPROVAL IS GIVEN THAT THE FOLLOWING EQUIPMENT BE LOANED:

TO:

Agency Name: \_\_\_\_\_

Physical Location: \_\_\_\_\_  
 \_\_\_\_\_

DURATION OF LOAN: \_\_\_\_\_

| DESCRIPTION | STATE TAG NO. | SERIAL NO. |
|-------------|---------------|------------|
|             |               |            |
|             |               |            |
|             |               |            |
|             |               |            |
|             |               |            |
|             |               |            |
|             |               |            |
|             |               |            |

\_\_\_\_\_  
 Signature, Property Liaison

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature, Authorized Employee Receiving Equipment

\_\_\_\_\_  
 Date

**Approved:** \_\_\_\_\_

Signature, Division Director

(This approval is required if equipment will leave agency or DNR Building.)

Equipment Returned By: \_\_\_\_\_ Date: \_\_\_\_\_

Condition of Equipment upon return: \_\_\_\_\_

Accepted By: \_\_\_\_\_  
 Signature, Property Liaison

**Note:** This form must be signed and a copy retained by all parties prior to submitting to the Property Control Manager for review and recording purposes.

## Home Storage Equipment Request Form

### Section I

|   |                              |              |
|---|------------------------------|--------------|
| Employee Name/Home Address:   | Division/Job Classification: | Work Number: |
|   |                              |              |
|   |                              | Home Number: |
|   |                              |              |
| Description of Item & State Property Tag Number:  |                              |              |
|   |                              |              |
|   |                              |              |
|   |                              |              |
| Justification: (This section should indicate the reason/need to have this equipment stored at an employee's home and how long it will be needed.) |                              |              |
|   |                              |              |
|   |                              |              |
|   |                              |              |
|   |                              |              |

### Section II

I certify that this equipment will be used for official state business in accordance with state law. It will not be used for personal business. I assume responsibility for the above referenced equipment if it is lost, stolen, damaged or destroyed due to my neglect.

|  |       |
|--|-------|
| Employee Signature:  | Date: |
|  |       |
| Approved by Immediate Supervisor: (signature)              | Date: |
|  |       |
| Approved by Assistant Secretary: (signature)               | Date: |
|  |       |
| Approved by Undersecretary: (signature)                    | Date: |
|  |       |
| Verified by Section Property Control Liaison . (Signature) | Date: |
|  |       |

### Section III

To be completed by DNR Property Manager or designee or Section Property Control Liaison

|                             |            |                            |                 |                  |  |
|-----------------------------|------------|----------------------------|-----------------|------------------|--|
| Description of item issued: |            | Serial Number:             |                 | State Tag Number |  |
|                             |            |                            |                 |                  |  |
| Date Issued:                | Issued by: | Anticipated Return Date: * | Date of Return: | Received by:     |  |
|                             |            |                            |                 |                  |  |

\*Date returned should not exceed one calendar year from date of issuance.

**PLEASE NOTE: A SEPARATE FORM MUST BE COMPLETED FOR EACH PIECE OF EQUIPMENT &  
THE ORIGINAL OF THIS FORM MUST BE FORWARDED TO DNR'S PROPERTY CONTROL MANAGER**

# DEPARTMENT OF NATURAL RESOURCES

## TRANSFER FORM (to Another Section)

IT IS REQUESTED THAT THE FOLLOWING EQUIPMENT BE TRANSFERRED:

FROM: \_\_\_\_\_  
Division Section/District

TO: \_\_\_\_\_  
Division Section/District

| DESCRIPTION | STATE TAG NO. | *LOCATION CODE |
|-------------|---------------|----------------|
|             |               |                |
|             |               |                |
|             |               |                |
|             |               |                |
|             |               |                |
|             |               |                |
|             |               |                |
|             |               |                |
|             |               |                |
|             |               |                |

\_\_\_\_\_  
Signature, Sending Section/Property Liaison

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Receiving Section/Property Liaison

\_\_\_\_\_  
Date

\_\_\_\_\_  
REVIEWED AND RECORDED FOR PROPERTY INVENTORY:

\_\_\_\_\_  
PROPERTY CONTROL OFFICE

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Note:** THIS FORM MUST BE SIGNED BY BOTH THE SENDING AND THE RECEIVING SECTIONS PRIOR TO SUBMITTING TO THE PROPERTY CONTROL OFFICE FOR REVIEW AND RECORDING PURPOSES. A COPY OF THIS FORM SHOULD BE RETAINED BY BOTH PARTIES PRIOR TO SUBMISSION TO PROPERTY CONTROL.

\_\_\_\_\_  
\*THIS SECTION MUST BE COMPLETED INDICATING LOCATION WHERE EQUIPMENT WILL BE RELOCATED. PROPERTY LOCATION INDEX IS LOCATED IN DNR INTERNAL PROCEDURES HANDBOOK.

# DEPARTMENT OF NATURAL RESOURCES

## SURPLUS FORM

IT IS REQUESTED THAT THE FOLLOWING EQUIPMENT BE SURPLUSSED:

| DESCRIPTION | TAG # | SERIAL # | CONDITION | BF-11 # |
|-------------|-------|----------|-----------|---------|
|             |       |          |           |         |
|             |       |          |           |         |
|             |       |          |           |         |
|             |       |          |           |         |
|             |       |          |           |         |
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|             |       |          |           |         |
|             |       |          |           |         |
|             |       |          |           |         |
|             |       |          |           |         |
|             |       |          |           |         |

\_\_\_\_\_  
Signature, Property Liaison

\_\_\_\_\_  
Date

\_\_\_\_\_  
REVIEWED AND RECORDED FOR PROPERTY INVENTORY:

\_\_\_\_\_  
PROPERTY CONTROL OFFICE

\_\_\_\_\_  
Date

\_\_\_\_\_  
**This form is to be submitted to the Property Control Manager, who will initiate the physical removal of the equipment upon receipt of the approved documents from the Division of Administration. Under no circumstances should the property be moved from its present location without specific instructions from the Property Control Manager. Please indicate condition of property as follows: Good, Fair, Poor, Inoperative, Parts Missing, etc.**

# DEPARTMENT OF NATURAL RESOURCES

## PHYSICAL INVENTORY REPORT

Date: \_\_\_\_\_

Location Code: \_\_\_\_\_

Employee: \_\_\_\_\_

Office/Division: \_\_\_\_\_

Room No. \_\_\_\_\_

Phone No. \_\_\_\_\_

**NOTE: If no state tag number, the serial number must be given**

| ITEM | TAG # | SERIAL # | DESCRIPTION |
|------|-------|----------|-------------|
|      |       |          |             |
|      |       |          |             |
|      |       |          |             |
|      |       |          |             |
|      |       |          |             |
|      |       |          |             |
|      |       |          |             |
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|      |       |          |             |
|      |       |          |             |
|      |       |          |             |
|      |       |          |             |
|      |       |          |             |
|      |       |          |             |
|      |       |          |             |
|      |       |          |             |

I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL EQUIPMENT IN THE ABOVE-REFERENCED ROOM AND LOCATION CODE FOR WHICH I AM RESPONSIBLE.

\_\_\_\_\_  
Signature, Employee Conducting Inventory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Property Liaison

\_\_\_\_\_  
Date

**DATE:**

**TO:**

**FROM:**

PROPERTY CONTROL OFFICER

**SUBJECT:** \_\_\_\_\_

Under the guidelines issued by the Division of Administration, any request for disposal of equipment which has been purchased with federal funds must be supported by the requirements of the particular federal grant.

Since you have requested disposal of the above-referenced federally funded equipment, we are requesting that you complete one of the following statements and return this letter along with any appropriate documentation to the Property Control Office.

A. \_\_\_\_\_ This federal grant does not require federal permission to surplus equipment. Reimbursement to Federal Government (is, is not) required.

\_\_\_\_\_ Signature

\_\_\_\_\_ Title

\_\_\_\_\_ Date

B. \_\_\_\_\_ All federal guide lines have been followed and the required federal permission has been obtained (see attached) prior to this request for disposal of the subject property. Reimbursement to federal Government (is, is not) required.

\_\_\_\_\_ Signature

\_\_\_\_\_ Title

\_\_\_\_\_ Date



Date:

To: Division of Administration  
Office of Property Assistance  
Baton Rouge, Louisiana 70804

ATTN: \_\_\_\_\_

FROM: Secretary  
Department of Natural Resources

SUBJECT: LOSS OF STATE PROPERTY

In accordance with R.S. 34:305D, I am notifying you of the loss of state property in the Department of Natural Resources as indicated in the attached correspondence.

Attachment: Letter of notification from unit Police report (if theft is suspected)

C: Originating Unit

Risk Management Coordinator (Please notify DNR Property Control Office whether or not claim is filed. If claim is filed and reimbursement made, DNR Property will request removal of equipment from inventory.

# ACT OF DONATION

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

**BEFORE ME**, the undersigned authority, this \_\_\_\_ day of \_\_\_\_\_, personally came and appeared:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

donor here, who declared that he/she does donate with full guaranty of title and with complete transfer and subrogation of all rights and actions of warranty against all former property herein conveyed unto:

\_\_\_\_\_ donee herein shown is the donor's \_\_\_\_\_ the following described property, to-wit:  
\_\_\_\_\_

which is valued at approximately \$ \_\_\_\_\_

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DONOR

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DONOR

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DONOR

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DONEE

**SWORN TO AND SUBSCRIBED**, before me the undersigned authority on this \_\_\_\_\_ day of \_\_\_\_\_, 1999.

\_\_\_\_\_  
NOTARY

Rev. 6/95

# \_\_\_\_\_

DIVISION OF ADMINISTRATION

KEYS:

Ignition \_\_\_\_\_

PROPERTY CONTROL SECTION

Trunk \_\_\_\_\_

POST OFFICE BOX 94095

BATON ROUGE, LA 70804-9095

PHONE 504/342-6849 FAX 504/342-6891

CONDITION REPORT FOR MOTOR EQUIPMENT

STATE AGENCY \_\_\_\_\_ AGENCY # \_\_\_\_\_

DABF 11 # \_\_\_\_\_ PROPERTY TAG # \_\_\_\_\_

YEAR & MAKE \_\_\_\_\_ VIN/SERIAL # \_\_\_\_\_

MODEL \_\_\_\_\_ BODY TYPE \_\_\_\_\_ MILEAGE \_\_\_\_\_

LICENSE # \_\_\_\_\_ COLOR \_\_\_\_\_ ENGINE: 8 CYL( ) 6 CYL( ) 4 CYL( )

REQUISITION # \_\_\_\_\_ TRANSMISSION TYPE: (Standard/Automatic/Overdrive)

CONDITION OF VEHICLE

USE: GOOD, FAIR, POOR to rate condition of vehicle.

CONDITION AND DATE LAST REPAIRED

Engine \_\_\_\_\_ Transmission \_\_\_\_\_

Differential \_\_\_\_\_ Body \_\_\_\_\_

Brakes P( ) \_\_\_\_\_ Clutch \_\_\_\_\_

Radiator \_\_\_\_\_ Steering P( ) \_\_\_\_\_

Battery \_\_\_\_\_ Air Conditioner \_\_\_\_\_

Heater \_\_\_\_\_ Glass \_\_\_\_\_

Upholstery \_\_\_\_\_ Radio \_\_\_\_\_

Jack \_\_\_\_\_ Paint \_\_\_\_\_

TIRES: R Front \_\_\_\_\_ R Rear \_\_\_\_\_ L Front \_\_\_\_\_ L Rear \_\_\_\_\_ Spare \_\_\_\_\_

If vehicle cannot be delivered to Baton Rouge, give reason, vehicle's location,  
person to contact and telephone number.

Reason: \_\_\_\_\_

Vehicle's Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

\*ATTACH A COPY OF THE DA-121 TO YOUR REQUISITION FOR NEW VEHICLES. ONE CONDITION

REPORT FOR EACH VEHICLE LISTED ON YOUR REQUISITION.  
\*"TRADE-INS" CANNOT BE SUBSTITUTED WITHOUT PRIOR APPROVAL FROM THE DIVISION OF  
ADMINISTRATION (DOA).  
\*DABF-11, ORIGINAL DA-121, TITLE AND REGISTRATION MUST BE SUBMITTED TO PROPERTY  
CONTROL.

18

THEFT.RPT 5/95

**NON-FORCED ENTRY THEFT REPORT**

**\*\*\*Please print or type requested information\*\*\***

**AGENCY NUMBER:** \_\_\_\_\_ **DATE:**

\_\_\_\_\_

**AGENCY NAME:**

\_\_\_\_\_

**PROPERTY MANAGER:** \_\_\_\_\_ **TELEPHONE**  
**#:** \_\_\_\_\_

**PROPERTY MANAGER'S SIGNATURE:**

\_\_\_\_\_

**LPAA AUDITOR:** \_\_\_\_\_ *Clara Dupre*

\*\*\*\*\*

*In accordance with the State Property Control Regulations, please consider this  
as official notification of the item(s) listed below as being reported stolen;  
however, the police report does not document evidence of forced entry.*

*The item(s) will be placed in our current year "Suspense" file as unable to locate.*

**TAG NO. DESCRIPTION LAW ENFORCEMENT FILE NO. DATE**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

**FOR LPAA USE ONLY**

**LPAAL APPROVAL:** \_\_\_\_\_  
**Greg Rogers, Manager****Clara Dupre, Compliance Officer**  
**Planning/Analysis Section**      **Planning/Analysis Section**

**DATE:** \_\_\_\_\_  
**Approval Date**

19

## **SECTION III**

# **PROPERTY CONTROL LOCATION INDEX CODES AND PROPERTY LIAISONS**

## DNR PROPERTY CONTROL LIAISONS

| <u>Office of the Secretary</u> | <u>Location Code</u> | <u>Person</u>       | <u>Phone #</u> |
|--------------------------------|----------------------|---------------------|----------------|
| Executive                      | 1300                 | Hope Harriman       | 342-1375       |
| Atchafalaya Basin Program      | 1301                 | Annette Wiegler     | 219-7516       |
| Legal                          | 1305                 | Norma Jarreau       | 342-2614       |
| Public Information             | 1350                 | Phyllis Darensbourg | 342-8955       |
| Technology Assessment          | 1316                 | Diana Brown         | 342-8574       |
| Energy                         | 1050                 | " "                 | " "            |
| LSU Coop Ext. Service          | LSUED                | " "                 | " "            |

### Management & Finance

|                            |      |                     |          |
|----------------------------|------|---------------------|----------|
| Undersec/Deputy Undersec.  | 1107 | Martharene Guillory | 342-4540 |
| Contract & Grants          | 1108 | Karen Lewis         | 342-2529 |
| Fiscal                     | 1100 | Laura Schram        | 342-4509 |
| Info. Processing & GIS Lab | 3000 | Myra Stewart        | 342-1446 |
| Personnel                  | 1210 | Lanee Brown         | 342-2134 |
| Print Shop                 | 1000 | Darryl Odom         | 342-1958 |
| Purchasing                 | 1105 | Sharon Ferguson     | 342-4816 |
| 1st Floor Guard            | 1106 | Sharon Ferguson     | 342-4816 |

|                          |      |                |          |
|--------------------------|------|----------------|----------|
| <u>Mineral Resources</u> | 4001 | Rachel Vessier | 219-1692 |
|--------------------------|------|----------------|----------|

### Coastal Restoration & Management

|           |      |                |          |
|-----------|------|----------------|----------|
| Executive | 1080 | Phyllis Ortego | 342-3583 |
|-----------|------|----------------|----------|

### **Management**

|              |      |      |              |          |
|--------------|------|------|--------------|----------|
| Baton Rouge  |      | 1060 | Steve Chustz | 342-7944 |
| New Orleans  | 1091 | " "  | " "          | " "      |
| Houma        | 1092 | " "  | " "          | " "      |
| Lafayette    | 1093 | " "  | " "          | " "      |
| Lake Charles | 1094 | " "  | " "          | " "      |

### **Restoration**

|             |      |      |                |          |
|-------------|------|------|----------------|----------|
| Baton Rouge |      | 1070 | Lisha Rabalais | 342-7307 |
| Abbeville   | 1090 | " "  | " "            | " "      |

|             |      |   |   |   |   |
|-------------|------|---|---|---|---|
| Thibodeaux  | 1095 | " | " | " | " |
| New Orleans | 1098 | " | " | " | " |

20

| <b><u>Conservation</u></b>    | <b><u>Location<br/>Code</u></b> | <b><u>Person</u></b> | <b><u>Phone #</u></b> |
|-------------------------------|---------------------------------|----------------------|-----------------------|
| Executive                     | 0800                            | Kathy McCoy          | 342-5500              |
| Geological Division           | 0300                            | Rayetta de Mond      | 342-5510              |
| Map Room                      | 0305                            | " "                  | " "                   |
| Geological Files              | 0310                            | " "                  | " "                   |
| <b>Engineering Division</b>   |                                 |                      |                       |
| Engineers                     | 0400                            | Debbra Ellard        | 342-5570              |
| Well Status                   | 0412                            | Marie Gilcrease      | 342-5593              |
| Well Files                    | 0440                            | Cheryl Jackson       | 342-5551              |
| Permits                       | 0450                            | Linda Betz           | 342-5591              |
| Production Audit              | 2000                            | Becky Landry         | 342-5579              |
| <b>Pipeline Division</b>      | 0750                            | Vaunice Tate         | 342-5585              |
| <b>Injection &amp; Mining</b> | 0760                            | Sarah Tomlinson      | 342-5527              |
| <b>District Offices</b>       |                                 |                      |                       |
| Lafayette                     | 2400                            | Janet Lemaire        | 337-262-5777          |
| Monroe                        | 4000                            | Sheron Sims          | 318-362-3111          |
| Shreveport                    | 6000                            | Raye Boyd            | 318-676-7585          |

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